

Post: Reserve Warden

Grade: 4

Directorate: Operations

Location: WWT Castle Espie Wetland Centre

Reporting to: Reserve Manager

Main function of post: To assist in the management of the nature reserve at WWT Castle Espie, including the development and management of habitats, reserve infrastructure and species monitoring, in accordance with the site's management plan.

Supervisory responsibilities: Volunteers and work experience placements

Hours worked: 37.5 per week

Working pattern: 5 out of 7 days on a rota basis to include weekends and bank holidays

Main duties of the post

1. Assist with habitat and species management in line with agreed procedures and guidelines as set out in the site's conservation management plan.
2. Assist the Reserve Manager with the site's conservation management plan software (Conservation Management System (CMSi) and help provide annual reports on reserve management and develop annual work programs.
3. Assist in the operation and maintenance of site infrastructure in line with agreed procedures and guidelines including paths, hides, fencing, water level control structures, interpretation and all further infrastructures which may be added to the site.
4. Assist the Reserve Manager in the collection, recording and the dissemination of biological data to relevant authorities. Also, to analyse biological data as detailed in the conservation management plan to help inform future reserve management.
5. Assist in the engagement strategy and communicate effectively with other internal and external departments with key WWT messages by providing information, leading guided walks, assisting with events and media-related activities.

6. Operate machinery with proper regard to safety regulations in accordance with WWT's Health & Safety procedures. Using all tools safely and correctly and to observe and apply Health and Safety regulations at all times, including daily risk assessments and machinery checks.
7. To ensure the health, safety, welfare and enjoyment of visiting public, staff and volunteers at all times
8. To assist in the management of volunteers, work experience, trainee placements, volunteer parties and other WWT staff and volunteers engaged in monitoring and site management.
9. To assist the Reserve Manager with contract labour, plant and machinery on the reserve and supervise when required.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: 4th March 2010

Amended: 7th February 2018

Person Specification

1. Qualifications

Essential:

- Educated to GCSE standard (Grades A-C) or equivalent
- Full current driving licence

Desirable:

- Higher education qualification in a natural science or other appropriate subject.
- PA1, PA6, PA6AW herbicide spraying certificates.
- Tractors, brush cutters, mowers, power scythes, chainsaw certificates

2. Experience

Essential:

- Experience of using machinery (tractors, brush cutters, mowers, power scythes, etc.)
- Experience of and competent in general habitat management (with knowledge of reserves management practices such as hedging, grassland management, coppicing, conservation grazing etc.)
- Experience of and competent in the management of trainees and volunteers.
- Experience of field skills in natural history.
- Experience of survey methods and techniques.
- Experience of using IT skills and competent in Microsoft office programmes.

Desirable:

- Experience of interacting with the public and media.
- Experience of working with species databases.
- Experience of delivering engagement activities to the public.
- Experience in the implementation of conservation management plans.
- Experience in the implementation of site monitoring programmes.
- Experience of electronic WeBS submissions and working knowledge of CMSi/CMS, GIS and Recorder 6.

3. Managerial & Supervisory

Essential:

- Ability to manage volunteers
- Ability to assist and supervise contractors
- Ability to work to agreed health and safety procedures

| Type of staff | Number managed | Number supervised |
|-----------------------------|----------------|-------------------|
| Employed Staff | 0 | 0 |
| Volunteers / Casual Workers | 0 | Up to 9 |
| Contractors | 0 | 0 |

4. Responsibility

Essential:

- Assist the Reserve Manager with the management of species and habitats.
- Responsible for the safe use of tools, machinery and equipment and their maintenance.
- Assist with species records, biological databases and dissemination of data to appropriate authorities.
- Ability to work unsupervised and make informed decisions.

Levels of Responsibility:

| Type of Responsibility | Level (£'s) |
|---|-------------|
| Expenditure (exc. payroll) | £0 |
| Cash Handling | £0 |
| Assets (required for job, exc. buildings) | £30,000 |
| Visitors (per annum) | 65,000 |

5. Creative Ability

Essential:

- Ability to provide a creative and proactive approach to the job.
- Ability to give informative and interesting talks including key messages.
- Ability to collect and record data in a manner appropriate to its purpose.

6. Contact

Essential:

- Contact with other departments and other organisations/public is a routine aspect of the job
- Ability to engage with the public and to share conservation messages.
- Ability to be a team player within the Reserves team and across the centre, collaborating with HQ colleagues as and when appropriate.